

# **CLEM LEMIRE ARTIFICIAL TURF FIELD PROJECT BUILDING COMMITTEE**

**MAY 24, 2010**

**Town Hall Conference Room #1**

## **SPECIAL MEETING MINUTES**

- I. Call to order – the meeting was called to order at 7:30 pm
- II. Roll call – Members present: Maureen Klett, Mike Lenares, Jay Bottalico, Kathleen Ann Zolad, Fred Callahan, Jeff Perillo, Bill DeBlasio, and Don Woods. Others present: Bruce Till, Superintendent of Parks and Recreation; two members of the public; and Jeff Baron, Dir. of Admin. Services.
- III. Public participation – None.
- IV. Charge of the Committee – Mr. Baron read the Town Council resolutions establishing the Committee and charging it with the planning and construction of a synthetic turf field.
- V. Election of officers – Mr. Bottalico made a motion to nominate Maureen Klett as Chairperson. Second by Mr. Woods. The motion passed unanimously. Mr. DeBlasio made a motion to nominate Mike Lenares as Vice Chairperson. Second by Mr. Bottalico. The motion passed unanimously.
- VI. Design professional selection process – Mr. Till distributed handouts relating to the work performed by the Board of Parks and Recreation subcommittee that was established to develop a budget estimate for the project. These included the minutes of the subcommittee's meetings, the Request for Proposal used to hire Milone and MacBroom to assist the subcommittee, the State DEP grant document, the Town Council resolution authorizing the Town Manager to enter into the grant agreement, and the report prepared by Milone and MacBroom dated January 22, 2010. The Milone and MacBroom activity for the subcommittee included several design concepts. The report concluded with a preliminary budget that included breakdowns for twelve different items, as well as a project contingency and professional services. This was for the full project. The subcommittee then eliminated some items and eventually the request was reduced to just the field itself. The subcommittee had recommended including site preparation, earthwork, storm drainage, the synthetic turf field, site

improvements, electrical conduit, and additional sports striping. Their goal was to get the project request down to approximately \$1,000,000, which was the bare minimum the subcommittee felt it would take to both put in the field and sell the project to the Town Council. Some Building Committee members expressed a desire to see some hard numbers as the result of a bid for all items outlined in the report. Mr. Till stated that he wanted the field done correctly. Mr. Baron told the Committee that there is an ordinance that spells out the steps Project Building Committee should follow and that the first required action is to select a design professional. The consensus of the Committee was to invite Milone and MacBroom to the next meeting. They can explain what is included in the various categories included in their preliminary budget, how the numbers were arrived at, and discuss what their fees might be to perform further services for the Town. The Committee can then either recommend to the Town Council that Milone and MacBroom be selected as the project architect or start a process to consider other design professionals. Mr. Woods noted that the subcommittee had also looked at, and rejected, a larger field. What was proposed was a minimum sized soccer field because the primary user is the youth sports program, not High School or adult athletics. Mr. Bottalico inquired about the electrical transformer for the site promised to the Town by CL&P in years past.

- VII. Other business pertinent to the Committee – the Committee agreed by consensus to hold their future meetings on the third Thursday of each month. The next meeting is scheduled for Thursday, June 17<sup>th</sup> at 7:00 PM. If Milone and MacBroom is unavailable, the alternate date is Monday, June 21<sup>st</sup>. Mr. Baron will provide the Project Building Committee ordinance to all members and will forward a meeting schedule to the Town Clerk.
- VIII. Public participation – None.
- IX. Committee response to public participation – None.
- X. Adjournment – the meeting adjourned at 8:22 PM.